

KSIS Notification: DO NOT post EOC Assessment grading task to the transcript

Subject	KSIS Notification: DO NOT post EOC Assessment grading task to the transcript
From	Barnette, Garnetta - Division of Enterprise Data
To	All State KSIS Contacts
Sent	Friday, May 24, 2013 10:10 AM
Attachments	EOC Assessment setup for calculating final grade.doc

Dear KSIS contacts,

It has come to our attention that if EOC Assessment grading tasks are posted to the transcript it causes the GPA to be miscalculated. If you have already posted these grading tasks to your transcript please submit a support case to Infinite Campus to have them removed.

The document in the data standards will be updated. A copy of the new document is attached.

KDE recommends that EOC assessments be posted to the transcript as an assessment.

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End Of Course Assessment Setup for calculating final grade

The Office of Knowledge, Information & Data Services has developed a standardized format to include QualityCore® End-of-Course (EOC) exams in Infinite Campus. We encourage schools to adopt this format this year and in future years. It will allow the EOC to be utilized by schools and districts across the state in a systematic, uniform manner. Having one format will allow linking data from school to school. Within the format, the election to show the EOC on the transcript for each student is very important. Showing EOC grades on the transcript will assist school and district staff to easily identify whether students have or have not taken the mandatory EOC assessments. Showing the EOC on the transcript will greatly assist staff with a high transient population, including state agencies. Additionally, this format will allow each school or district to easily include the percentage of the EOC in the student's final grade.

If you have questions on the IC process, please contact, Lisa Rhoton at lisa.rhoton@infinitecampus.com . If you have questions on the EOC exams, please contact the Office of Assessment and Accountability at (502) 564-4394 or dacinfo@education.ky.gov .

Grading Task

A specific grading task is needed for the End of Course assessment. To create a new one, go to the Grading task screen.

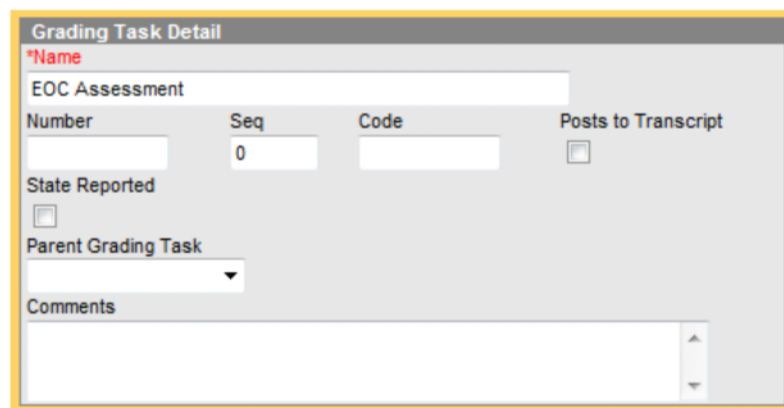
Path: Grading & Standards> Grading Task

Click New.

Enter **EOC Assessment** for the name.

DO NOT check the Posts to Transcripts checkbox.

Click Save.



The screenshot shows the 'Grading Task Detail' form. The 'Name' field is labeled with a red asterisk and contains 'EOC Assessment'. Below this is a table with four columns: 'Number', 'Seq', 'Code', and 'Posts to Transcript'. The 'Seq' column has the value '0'. The 'Posts to Transcript' column has an unchecked checkbox. Below the table is a 'State Reported' checkbox, which is also unchecked. There is a 'Parent Grading Task' dropdown menu and a 'Comments' text area at the bottom.

Adding Grading task to course

Add the EOC grading task to any course which requires an end of course assessment.

Search for the course.

Click on the Grading Task tab.

Click Add.

Select EOC Assessment for the Grading task.

Select the Appropriate Score Group.

Check the term in which the assessment will be given.

Click Save.

2711 Algebra II

Course Sections **Grading Tasks** Standards Composite Grading Scheduling Rules Fees

Save Add

Grading Task Editor

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA
Midterm Progress			Quarter grades		
Quarter	HS CREDITS	Mathematics	Quarter grades	0.000	1.000
Final Grade	HS CREDITS	Mathematics	Credit No GPA	1.000	

Course Grading Task Detail

*Grading Task
EOC Assessment

*Score Group
Grading Scale HS

Term GPA
Credit

Default Grade Book Task
☐

Credit Type

Term Mask
Active Mask

☐ Term 1 ☐ Term 2 ☐ Term 3 ☒ Term 4
☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

Composite Grading

To set up the final grade so that it will calculate with the EOC assessment counting 20%, go to the composite Grading tab.

Click on the final grade Grading Task in the list.

The Composite Grading detail box will open.

Enter 20 in the weight by the EOC assessment.

Enter appropriate percentages in the other grading task that will be used to calculate the final grade.

The weights should total 100.

Click Save.

2711 Algebra II

Course Sections **Grading Tasks** Standards **Composite Grading** Scheduling Rule

Save

Composite Grading

Term	Composite Grading Task	Children Grading Tasks	Schedule Structure
Q4	EOC Assessment		Main
Q4	Final Grade	(20%) Q1 Quarter (20%) Q2 Quarter (20%) Q3 Quarter (20%) Q4 Quarter (20%) Q4 EOC Assessment	Main
Q4	Midterm Progress		Main
Q4	Quarter		Main

Composite Grading Detail

Composite Grading Task
Term Q4 - Final Grade

☐ Locked

Weight	Grading Task
	Q1 Midterm Progress
20	Q1 Quarter
	Q2 Midterm Progress
20	Q2 Quarter
	Q3 Midterm Progress
20	Q3 Quarter
20	Q4 EOC Assessment
	Q4 Midterm Progress
20	Q4 Quarter

Calculating the final grade

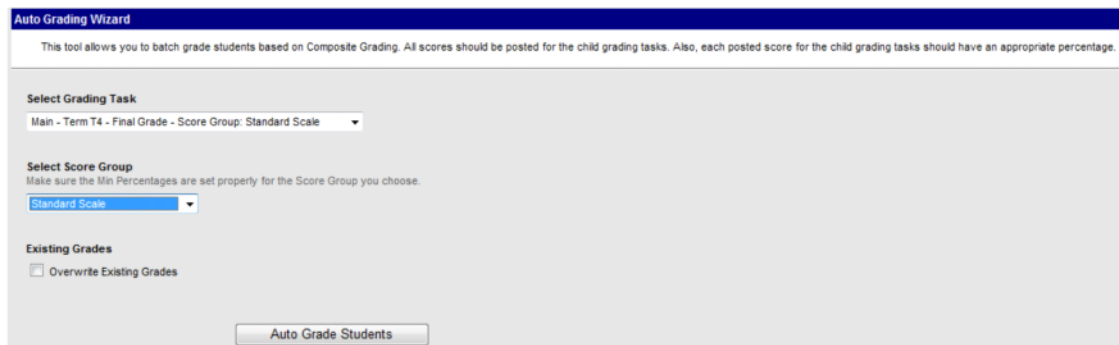
Path: Grading & Standards > Auto Grade

When all grades have been entered in the last term the Auto Grade Wizard can be used to calculate the Yearly Average.

Select Final Grade

Select the appropriate Score group

Click Auto Grade Students.



The screenshot shows the 'Auto Grading Wizard' window. At the top, a blue header bar contains the title 'Auto Grading Wizard'. Below the header, a light gray box contains the following text: 'This tool allows you to batch grade students based on Composite Grading. All scores should be posted for the child grading tasks. Also, each posted score for the child grading tasks should have an appropriate percentage.' Below this, there are three sections: 'Select Grading Task' with a dropdown menu showing 'Main - Term T4 - Final Grade - Score Group: Standard Scale'; 'Select Score Group' with a dropdown menu showing 'Standard Scale' and a note 'Make sure the Min Percentages are set properly for the Score Group you choose.'; and 'Existing Grades' with a checkbox labeled 'Overwrite Existing Grades' which is currently unchecked. At the bottom center, there is a button labeled 'Auto Grade Students'.

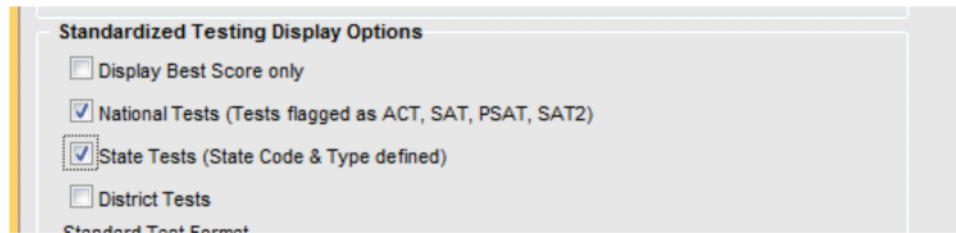
End of Course assessments can be posted to the transcript by checking the “Post to Transcripts” on the Test Detail screen. Scale score should be checked on the “Scale Score” and “Super Score” levels of the test.

PATH: Assessments> Test Setup

The screenshot displays the 'Test Setup' interface. At the top, there are buttons for 'New Test', 'Save', and 'Delete'. Below this is a 'Tests' list with a tree view showing various assessments like 'College/Career Readiness (CCR)', 'EOC Algebra II (EOCA)', and 'Multiple Choice (EOCAMC)'. The 'Multiple Choice (EOCAMC)' test is selected. Below the list, there are checkboxes for 'Test Published' and 'Scores Published'. The 'Test Detail' section for 'Multiple Choice' includes fields for 'Parent Test' (set to '-EOCA:EOC Algebra II'), 'Code' (EOCAMC), 'Subject', 'Test Grade Level', 'Assessment Type', 'NCLB Test Type', 'Standards Type', 'Start Date', 'End Date', and 'Test Type' (set to 'State Test'). It also includes checkboxes for 'Display in Transcripts', 'Scale Score', and 'Result', and dropdowns for 'PESC Test (eTranscript)' and 'PESC Sub-Test (eTranscript)'.

You will also need to check “State Tests” on the transcripts you want to display the EOC Assessments.

PATH: System Administration> Preferences> Reports



Standardized Testing Display Options

- ☐ Display Best Score only
- ☒ National Tests (Tests flagged as ACT, SAT, PSAT, SAT2)
- ☒ State Tests (State Code & Type defined)
- ☐ District Tests

Standard Test Format